

HVAC Troubleshooting Instructions for Residents

Date: [Insert Date]

Dear Residents,

We understand that some of you may experience issues with your HVAC systems. Below are some troubleshooting steps you can take before contacting maintenance.

Troubleshooting Steps:

1. **Check Thermostat Settings:** Ensure that your thermostat is set to the desired temperature and is in 'Heating' or 'Cooling' mode.
2. **Inspect Air Filters:** Check the air filters and replace them if they are dirty. A clean filter improves airflow and system efficiency.
3. **Verify Power Supply:** Make sure the HVAC unit is plugged in and the circuit breaker is not tripped.
4. **Examine Vents:** Ensure that air vents are open and unblocked by furniture or other items.
5. **Listen for Unusual Noises:** If your system is making strange noises, note them down as they may help in diagnosing the issue.

When to Contact Maintenance:

If the issue persists after following these steps, please contact maintenance at [insert contact information]. You can also visit our website for further assistance.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Property Management Name]